



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 15 – 007

OPEN TO: **All Interested Candidates/All Sources**

POSITION: **Motor Pool Supervisor, FSN-9; FP-5**
(Salary approx. Tk. 100,000 per month)

OPENING DATE: **February 3, 2015**

CLOSING DATE: **February 17, 2015** (before 4:30 p.m.)

WORK HOURS: Full-time; 45 Hours/5 days per week

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

U.S. Embassy Dhaka is seeking applications for the position of **Motor Pool Supervisor** in the Motor Pool section under the General Services Office (GSO).

BASIC FUNCTION: The incumbent plans, directs and coordinates the use and maintenance of Motor Pool vehicles and the use of Motor Pool personnel to provide efficient transportation services. The incumbent also conducts training to staff and advises on issues related to VIP visits and conferences.



MAJOR DUTIES AND RESPONSIBILITIES:

- Plans, directs and coordinates the supervision of 65 personnel in the Motor Pool unit including Deputy Motor Pool Supervisor, Auto Mechanics, Dispatchers and drivers. Establishes work priorities and prepares schedules for Motor Pool staff on a 24 hours basis. Establishes priorities for the use of vehicles. Schedules periodic vehicle maintenance for a fleet of 100 U.S. Government-owned vehicles. Maintains inventory on all vehicles and vehicle records including registration and customer documents, procurement documents, fuel consumption and mileage maintenance schedules and repairs. Maintains constant vigilance on armored vehicle conditions. Ensures the Chief of Mission and backup vehicle are in perfect operating condition. Prepares workload statistics on vehicle usage and other various aspects of motor vehicle operations and maintenance reports. Coordinates vehicle assignments and requirements during VIP visits and conferences and plans for the hiring of rental cars/buses when necessary. Conducts pre-employment interviews with MP GSO for Motor Pool staff. Supervises daily motor pool operations to include chauffeur assignments, daily vehicle schedules and the cleanliness and safety of Motor Pool office/chauffeurs rooms. Oversees the parts procurement from local and overseas vendors; prepares and submits procurement requests
- Reviews the auto workshop's warehouse stock to ensure timely replenishing of parts. Ensures all maintenance and repair records are up-to-date, oversees preventive maintenance schedules and ensures that vehicles are inspected and undergo maintenance as required. Plans budget for vehicle replacement.
- Reviews Time and Attendance (TA) for accuracy to ensure submissions are posted in Win TA software. Pre-certifies various monthly, quarterly, and annual vehicle and maintenance reports in software (ILMS/FMIS) for submission. Prepares vehicle disposal and vehicle replacement reports.
- Perform duties as a Contracting Officer's representative (COR) for the contract service related to Motor Pool operations. Monitors settlement of traffic accidents, appearance at the Police Stations, submission of police general diary entries, visits to the scenes of accidents & insurance company and completion of various reports. Reviews workshop bills for repairs to damaged vehicles.
- Prepares and coordinates the Motor Pool's airport expeditors to provide efficient expeditor service at airport to all mission customers.



Coordinates with the GSO travel office and contracted expeditor (commercial Expeditor).

- Coordinates the State Department's Smith System safe driver training to all USG vehicle drivers and holds monthly safety meeting for drivers and mechanics. Conducts semi-annual safe driving power point presentation. Trains dispatchers on effectively dispatching vehicles, customer service techniques, and data entry training for drivers and mechanics.

QUALIFICATIONS REQUIRED:

- 1. Education:** Minimum 3 year's bachelor's degree in Arts, Commerce or Science is required. *(You must attach a copy of your bachelor's degree certificate along with your application form.)*
- 2. Language Proficiency:** Level III (Good working knowledge) English and Bangla speaking/reading are required. English language proficiency will be tested.
- 3. Prior Work Experience:** Minimum two years of customer service related experience and three years Supervisory, or Dispatcher/Automotive maintenance, or other managerial experience (total 5 year experience) required.
- 4. Knowledge:** The fully trained employee must have knowledge regarding Motor Pool related State Department regulations (FAM/FAH) to include guidance from SHEM and Mission Policies to manage a large fleet and employees. Should have knowledge of Mission transportation requirements (FAH/FAM) and relevant Mission directives and policies to supervise vehicle operations, vehicle maintenance, employee scheduling for shift work, and driver and mechanics safety programs as well as knowledge of administrative office duties involving file organization and supply ordering. Must be familiar with procurement and basic budget procedures for correct billing of fuel and vehicle usage. Must have knowledge of local terrain and sources for spare parts and repair services.
- 5. Skills and Abilities:** Demonstrated communication skills involving negotiation, customer complaint resolution, and policy articulation are required. Computer skills involving Microsoft Office Suite products and formatting memorandums are required. Must be able to maintain and produce accurate records of vehicle use and maintenance, employee records, and safety records. Must be able to effectively manage a large number of employees and assignments. Must have good professional



driving skills and valid driving license and the ability to understand, direct and communicate as required to perform duties. *(You must attach a copy of your valid driving licence along with your application form.).*

SELECTION PROCESS:

It is essential that candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Form DS-174, "Universal Application for Employment as a Locally Employed Staff or Family Member" (UAE). **This form must be completed in**



English. You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

Application Form

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

All Bangladeshi applicants must complete the application form and must attach the following documents; if you do not attach the below mentioned documents, your application will be considered incomplete and will not be processed further:

- I) **A passport size photograph (taken within six months), and**
- II) **A copy of Passport or Voter ID or Driver's License, and**
- III) **A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

All candidates must submit the **Universal Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/> (Go to “About Us” and click on “Job Opportunities”)



POINT OF CONTACT:

Human Resources Assistant

Telephone #5566 2000 (between 10am to 11am Sunday through Thursday)

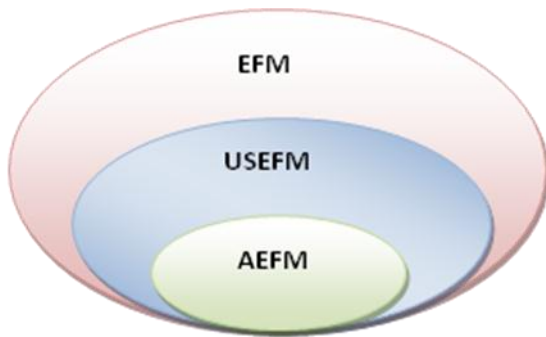
CLOSING DATE FOR THIS POSITION: February 17, 2015

The U.S. Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.



Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,



Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.



A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Cleared by:

HRO: x

GSO: x

FMO: x